

## **HAWAII PUBLIC HOUSING AUTHORITY (HPHA)**

*On behalf of the State of Hawaii and the employees of Hawaii Public Housing Authority (HPHA), we invite the following highly motivated and dedicated professionals to join our team and make a difference!*

### **Property Management and Maintenance Branch Chief**

**(\$60,000+)**

We are seeking highly motivated and dedicated individual to lead us in managing the Agency's State and Federal Rental Properties. As the Branch's top administrator this position is responsible in administering the development of Sections' management, maintenance and services in the performance and production objectives; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position conducts public hearings throughout the state and participates in meeting with private and public groups or agencies. Establishes and maintain effective working relationships with representatives of federal, state and county agencies, legislators, private interest groups and the general public for the purpose of promoting understanding and benefits of public housing.

Bachelor's degree; five (5) years of supervisory experience which included experience in planning and directing the work of others, assigning and reviewing work assignments, and advising on difficult problems. Five (5) years of progressively responsible experience in the areas of property management, rental assistance housing program, budgeting and fiscal/financial management.

### **Secretary**

**(\$26,832+)**

Provide secretarial services to the Homeless Program Branch Administrator as a primary work assignment, as well as providing clerical support for the staff.

Six (6) months of work experience which involved performance of tasks which demonstrated knowledge of English grammar, spelling, and arithmetic; and the ability to read and understand oral and written instructions; and speaks and write simply and directly.

One (1) year of progressively responsible typing, stenographic and/or substantive clerical work which duties demonstrated possession of, in addition to, the knowledge and abilities noted under General Clerical Experience, knowledge of common office appliances and equipment and the ability to carry procedures in clerical work systems and to perform secretarial tasks.

The above are exempt non-civil service positions. For more information about HCDCH visit our website at [www.hcdch.hawaii.gov](http://www.hcdch.hawaii.gov). HCDCH is an equal employment opportunity employer. Please submit your resume by close of August 11, 2006.

**ATTN: Personnel – HPHA  
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Or Fax: 832-5937**